



**REQUEST FOR PROPOSALS**

**(SOLICITATION NO. 5128)**

**for**

**Housing Counseling Services to Support Families  
Experiencing Homelessness in the Home for School Project**

**TABLE OF CONTENTS**

**A. INTRODUCTION ..... 1**

**B. SUBMITTAL REQUIREMENTS ..... 2**

**C. SCOPE OF WORK..... 4**

**D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL ..... 10**

**E. SERVICE PROVIDER EVALUATION CRITERIA ..... 12**

**F. SELECTION PROCESS..... 13**

**G. CONTRACT NEGOTIATIONS ..... 14**

**H. ADMINISTRATIVE INFORMATION ..... 14**

**ATTACHMENTS:**

- Vendor Fact Sheet**
- Section 3 Business Certification and Resident Employment Plan**
- Suspension and Debarment Compliance Certificate for Consultant**
- Suspension and Debarment Compliance Certificate for Sub-Consultants (if applicable)**
- Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C)**
- For-Profit Subgrantee and Contractor Certifications and Assurances Form**

<b>RFP Issued On:</b>	<b>Proposal Due:</b>
<b>Thursday, August 16, 2018</b>	<b>2:00 p.m., Monday, September 10, 2018</b>

## Seattle Housing Authority

### Request for Proposals (Solicitation No. 5128)

#### Housing Counseling Services to Support Families Experiencing Homelessness in the Home from School Project

##### A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm to partner with SHA and Seattle Public Schools to provide housing counseling and stability support to the families of homeless students attending Bailey Gatzert Elementary School. The purpose of the project is twofold in that homeless students attending Bailey Gatzert Elementary School, and their families, will obtain stable housing, and Bailey Gatzert Elementary School will increase its capacity to improve academic outcomes due to fewer homeless students being absent and/or exiting the school.
- 2) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 34,000 low-income people in Seattle. SHA operates according to the following Mission and Values:

##### ***Our Mission***

*Our mission is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low-income.*

##### ***Our Values***

*As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.*

The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes. SHA provides long-term, low-income rental housing and rental assistance to more than 34,000 people in Seattle. SHA owns and operates approximately 8,000 units at nearly 400 sites throughout the city. SHA also administers more than 10,000 Housing Choice Vouchers, enabling low-income residents to receive rental assistance throughout the Seattle housing market. SHA, an independent public corporation established in 1939, is governed by a seven-member Board of Commissioners, two of whom are SHA residents. Commissioners are appointed by the Mayor and confirmed by the City Council. More information is available at [www.seattlehousing.org](http://www.seattlehousing.org).

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.

- 4) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

**B. SUBMITTAL REQUIREMENTS**

**Schedule:**

Activity	Location	Day	Date	Time
Pre-Submittal Meeting	Please check in at the 5h floor reception desk. SHA Central Office 190 Queen Anne Ave N Seattle, WA 98109	Tuesday	08/21/18	2:00 p.m.
Deadline for Questions	N/A	Friday	08/24/18	2:00 p.m.
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
<b>Mail To:</b> Seattle Housing Authority Attn: Don Tucker, Sr. Contract Administrator P.O. Box 19028 Seattle, WA 98109-1028	<b>OR Hand Deliver To:</b> Seattle Housing Authority Attn: Don Tucker, Sr. Contract Administrator 190 Queen Anne Ave. N. Seattle, WA 98109	Monday	09/10/18	2:00 p.m.

**Questions:** Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Don Tucker, Sr. Contract Administrator at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org).

**Addenda:** In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA's website at: <http://www.seattlehousing.org/business/consulting/requests/>. It is the responsibility of proposers to check this website before submitting and downloading any addenda issued. If you are unable to download the addenda, you may call the Sr. Contract Administrator, Don Tucker at 206-615-3475 to have a copy of the addenda mailed or e-mailed to you.

**Pre-Submittal Meeting:** Proposers are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

**Submittal:** The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline and will return all such proposals unopened.

All proposals should be clearly marked when delivered or mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or e-mailed proposal is not acceptable.*

Upon receipt of each proposal, SHA's Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the Proposer with an acknowledgment of receipt. All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

**Proposals** should be limited to a maximum of 12 pages single sided, or 6 pages double sided in no smaller than 11 point font on 8½" by 11" sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter; vendor fact sheet; resumes; Section 3 form; Suspension and Debarment Certificate for Consultant and Sub-Consultants; Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C); and the For-Profit Subgrantee and Contractor Certifications and Assurances Form.

Your **cover letter** should express your interest in performing the work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

1) **Required number of copies:** Proposers responding to this RFP shall submit **one original and six copies of their proposal** to the address indicated above. **The following items/forms are to be submitted with the one original proposal only.** Do not include these items/forms with the proposal copies.

- Vendor Fact Sheet
- Section 3, Business Certification and Resident Employment Plan Form
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants
- Certifications and Representations of Offerors (form HUD-5369-C)
- For-Profit Subgrantee and Contractor Certifications and Assurances Form

2) **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <http://www1.leg.wa.gov/LawsAndAgencyRules>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as "proprietary" information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as "proprietary" only that information they believe legitimately fits

within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as "proprietary information," SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

- 3) **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations and the pre-proposal conference.
- 4) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all proposals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

### **C. SCOPE OF WORK**

Stable, quality schools are a key ingredient of neighborhoods of opportunity. Homelessness and housing instability often lead to student turnover and absenteeism, which create challenges for both students and schools. As part of the Home from School project, SHA will provide long-term affordable housing options to families experiencing homelessness who would like access to stable housing that allows continuity in their neighborhood school. The Seattle Housing Authority (SHA) is seeking proposals from qualified service providers to partner with SHA and the Seattle Public Schools (SPS) and to provide housing counseling to the families of homeless students attending Bailey Gatzert Elementary School (Gatzert). The purpose of the project is twofold in that homeless students attending Bailey Gatzert Elementary School, and their families, will obtain stable housing, and Bailey Gatzert Elementary School will increase its capacity to improve academic outcomes due to fewer homeless students being absent and/or exiting the school.

#### **Background Information**

In 2016, SHA began a pilot project at Gatzert, Home from School, to support homeless and unstably housed families with children in order to positively impact family and school stability. Housing crisis and instability contributes to increased academic challenges, including absences and chronic absenteeism. Low-income students miss four times more school than middle-class and affluent children (Attendance Works). Residential stability



can lead to an uninterrupted school year for students and can prevent fewer school changes that often leave children behind academically (Cunningham, MacDonald, 2012) Student turnover, especially mid school year, creates challenges for the school, both in serving the new students and those students who remain throughout the year.

SHA is in a unique position to provide some of the resources necessary to positively impact school stability. As part of this pilot SHA provided long-term affordable housing options for families experiencing homelessness who would like access to stable housing that allows students to experience continuity at their neighborhood school. By linking housing affordability with family and school stability, this project positively contribute to the lives of students and families and increase the capacity of the school to improve outcomes for all students.

We have continued the pilot through the 2017-18 school year, and have made changes as we have learned from our partners and from families. We are going to continue the project and are seeking a partner agency to assist us in implementing this model.

### **Bailey Gatzert Elementary School**

SHA has made a long-term commitment to redevelop the Yesler Terrace neighborhood, which has been accelerated through a Choice Neighborhoods grant. The redevelopment of Yesler Terrace relies not just on new buildings and additional units of affordable housing, but also on building community and pathways to improved lives and livelihoods. Approximately a billion dollars is being invested toward this work. Access to high quality educational programs and schools are a core component to opportunity neighborhoods. Together, SHA and many community partners, including Seattle Public Schools, City of Seattle, Seattle University's Youth Initiative, and others are actively investing in the Yesler Terrace neighborhood.

The Bailey Gatzert Elementary School, which is adjacent to Yesler Terrace is the home school for most of the elementary age youth in the community. Over 90 percent of students at Gatzert qualify for Free and Reduced-Price Meal Program and a significant number of these students have experienced trauma including housing instability and homelessness. Many students attending Gatzert, adjacent to Yesler Terrace, are literally homeless or unstably housed. Market rate rents in the neighborhood are out of reach for most families, especially for low-income families and those experiencing housing instability and homelessness.

### **Goals of Home from School Project**

1. Neighborhood: Continue to expand opportunity through access to quality educational programming and schools.
2. School: Reduce school and classroom instability that results from housing instability for students experiencing homelessness to enable Gatzert to move closer to being a high performing, gap-closing school.
3. Student and Family: Improve student academic success and life outcomes for currently homeless students at Gatzert through increasing housing stability for their families.

## Components of the Project

- Using a progressive engagement approach, the project shall serve families experiencing homelessness or housing instability as defined by The McKinney-Vento Education of Homeless Children and Youth Assistance Act – <http://www.k12.wa.us/HomelessEd/AssistanceAct.aspx>
- Priority shall be given to literally homeless families (e.g., staying in shelters or places not meant for human habitation)
- Participation by families shall be voluntary

Components of the Project	Lead Agency	Resources
<p><b>Housing options</b> that enable long-term stability for families in the school catchment area</p> <p>a. Anticipate SHA assistance will include one or more of the following: public housing or project-based units in the area, tenant-based vouchers with use limited to the school catchment area, and possibly tax credit units for families with sufficient income</p> <p>b. Contingent on engagement and participation of non-profits and landlords operating tax credit and market rate units in the area</p>	SHA	SHA rental assistance
<p><b>Outreach and enrollment</b> coordinated across Service Provider (lead), school, and SHA.[ongoing enrollment through 2018-2019 school year, unless program capacity is reached]</p> <p>a. Referrals from school to Service Provider for participation in project</p>	Service Provider	Funding provided by SHA and other identified resources
<b>Housing Counseling</b>		
<p><u>Pre-move support</u> [duration depends on time it takes to secure a housing unit] Including, but not limited to services focused on:</p> <p>a. Addressing barriers to leasing (e.g., utility arrears, lack of security deposit, criminal history)</p> <p>b. Administering participant assistance funds to address barriers</p> <p>c. Housing search assistance</p> <p>d. Referrals to other resources/providers</p>	Service Provider	Funding provided by the SHA and other identified resources
<p><u>Post-move support</u> [progressive engagement—short-term depending of family need after move-in to housing unit, or longer as needed.] Including, but not limited to services focused on:</p> <p>a. Helping families settle into their home and tenancy in unit</p> <p>b. Connecting families with neighborhood resources, services and broader community</p> <p>c. General support and follow-up assistance like home visits or check-ins</p>	Service Provider	Funding provided by the SHA and other identified resources

d. Acting as liaison with landlords to resolve tenant-landlord issues - [mitigation funds for damage claims will be provided and administered by SHA and available to landlords for up to two years after initial lease]		
--	--	--

**Active Participation and Intentional Partnership**

In order for the strategy to be successful, the project will need to include active participation from and intentional partnership across:

- Service provider partner – to provide general project management, coordination across agencies, and zealously pursue success for the families and the project. A model that incorporates a single point of contact for the families at Gatzert is preferred, rather than having several staff work part time on this project.
- Seattle Housing Authority – to provide housing subsidy and affordable units to participating families and evaluation of the project.
- Seattle Public Schools – provide referrals and capitalize on the investments and opportunities at Gatzert to close academic gaps for its students.
- Private and non-profit landlords in the neighborhood - to lease to participating families (SHA units alone will not be sufficient to meet the housing needs of these families).

**Planning and Implementation Timeline for Project**

	2018		2019				2019			
	Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall
Planning										
Enrollment		Ongoing – first priority to literally homeless families throughout the year								
Housing Counseling – pre-move and housing placement			Duration depends mostly on unit availability							
Housing Counseling – Post-move services				Families will “roll off” of program 3-6 months after move in. Service will gradually phase out after housing placement						
Ongoing Tracking, Evaluation, and Improvement	Data collection/tracking about implementation and participant outcomes Analyze data and adjust model as necessary to improve project implementation and outcomes Evaluation of project									

**Tasks to be Performed Under Contract with Service Provider:**

The tasks performed under this contract shall be coordinated with Bailey Gatzert staff and with SHA staff responsible for access to SHA housing resources and property management. Using a progressive engagement approach, the provider shall work with families to prepare them to move into stable housing and maintain that housing in a manner that promotes the family’s own self-efficacy. The selected service provider shall perform, but not be limited to the following:

1. **Provide general program management and coordination across SHA and Bailey Gatzert staff** to ensure successful implementation and outcomes.



2. **Collaborate and participate in ongoing program analysis/evaluation and improvement** with SHA and the school. We intend to take a data-driven, formative approach; tracking and analyzing data and adjusting the project as necessary to ensure family and program success.
3. **Conduct outreach and program enrollment** of homeless families that is coordinated with the school. Obtain release of information from participating families. Ongoing enrollment shall be provided throughout the 2018-19 school year, unless program capacity is reached. This will be done in coordination with the Family Support worker at Bailey Gatzert
4. **Conduct an initial assessment** of each family referred by the school and a) assess current “status,” such as income, household size, and housing needs (e.g. location, accommodations, costs, and goals), and b) develop a family plan with each family that will determine what pre-move barriers will need to be addressed and the steps the family will need to take to address the barriers A single point of contact from the agency is preferred in order to provide consistency for the families and increase their likelihood of success
5. **Provide pre-move housing counseling**, the duration of which depends on time it takes to secure housing unit, including, but not limited to counseling services focused on connecting families to social service supports that prepare them to move into housing and to successfully address barriers that prevent homeless families from moving into housing. This may mean, for example, assistance with credit repair, mitigating criminal history, debt reduction, and/or education about how to present landlord history in the most positive manner possible. A single point of contact from the agency is preferred in order to provide consistency for the families and increase their likelihood of success
6. **Administer a participant assistance fund**, which is flexible and designed to help address participant barriers to leasing and maintaining housing.
7. **Coordinate with SHA, non-profit housing providers, and other area landlords to ensure homeless families receive counseling about housing options** that enable long-term stability for families in the school catchment area. Assistance will include one or more of the following: public housing or project-based units in the area, tenant-based vouchers with use limited to the school catchment area, and possibly tax credit units for families with sufficient income; this will be contingent on engagement and participation of non-profits and landlords operating tax credit and market rate units in the area. Provider shall support families with information about these housing resources and ensure pre-move counseling support until each homeless family secures one of the above subsidized housing types.
8. **Broker relationships with landlords for households using tenant-based vouchers**, including but not limited to:
  - Landlord outreach—building and maintaining relationships with landlords
  - Support during housing search such as:
    - Providing a list of potential landlords and units that would be a good fit
    - Helping participants contact landlords and/or viewing units with the participant
    - Advocating for participants with particular barriers like criminal backgrounds, bad credit, and/or limited rental history
    - Communicating with landlords and participants clearly and quickly throughout the process
    - Assisting households during the application and move-in process (e.g., compile/fill-out paperwork)

9. **Provide post-move support** – Using a progressive engagement approach, the provider shall be responsible for short-term follow-up and counseling services to the students and their families for up to six months after move-in to the housing unit, including, but not limited to services focused on:
  - a. Helping families settle into their home and tenancy in unit
  - b. Connecting families with neighborhood resources such as employment services, childcare and health related services, among others.
  - c. Providing general support and follow-up assistance like home visits or check-ins.
  - d. Acting as liaison with landlords to resolve tenant-landlord issues.  
[Mitigation funds for damage claims will be provided and administered by SHA and available to landlords for up to two years after initial lease]  
A single point of contact from the agency is preferred in order to provide consistency for the families and increase their likelihood of success
10. **Track and maintain participant and program implementation data**, including but not limited to entering participant data in the King County Homeless Management & Information System (HMIS), information about referrals, families served, pre-move and post-move counseling support, and status of family housing stability at the time counseling support services ends.

**Program Objectives:** The program is expected to achieve specific measurable objectives over the life of the contract. The following objectives listed below are meant to serve as a baseline for service provision and will be negotiated upon award of contract. As a result of providing the above tasks, the success of the services will be measured by the following measurements for homeless students and families:

1. Outreach and assessment of interest for 100% of families experiencing homelessness or housing instability in school
2. Enrollment of 100% of the families interested in the program
3. Number of families receiving housing counseling, which includes initial assessment, assistance with developing a family plan and ensuring families understand the various subsidized stable housing options available to them at the time of their housing search
4. Number of families who receive counseling support services and who are successfully housed in the school catchment area by the end of the school year
5. Number of families who successfully stay in their new housing unit for up to one year after move-in
6. Number of students attending Bailey Gatzert who have less than ten days of school absences during a school after receiving a housing subsidy

**Target Population:** The target population for this Request for Proposals is elementary students and families experiencing homelessness or housing instability and are attending Bailey Gatzert Elementary School. Families have a range of ethnic and cultural backgrounds and speak various languages, including Farsi, Spanish, Amharic, Cantonese, Mandarin, Vietnamese, Somali, and Japanese. Participation by homeless families shall be voluntary and priority shall be given to literally homeless families (e.g., staying in shelters or places not meant for human habitation).

**Project Implementation:** SHA anticipates that the project will be implemented in the fall 2018

**Estimated Amount:** The estimated annual range for fees for the Contract to be executed based on this solicitation is between \$200,000 and \$225,000 per calendar year of full

operation. For the first three-months of the contract, funds will be pro-rated on a monthly basis and start-up funds will be negotiated based on proposed budget.

**Potential Extension:** The project and service provider contract may be extended and/or expanded should all parties be willing and funding available.

#### **D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL**

**Response / Proposal Content:** To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

- Cover Letter
- Address each of the evaluation criteria below:
  - Relating to Criterion 1: **Women and Minority Business (WMBE) Inclusion Plan**

Provide a detailed Inclusion Plan describing your good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Your Plan must also include, if applicable, pre-award commitments or agreements with your named WMBE and/or Project Team members' firm(s). Only firms which identify good faith efforts to subcontract with WMBE firms will be awarded points.
  - Relating to Criterion 2: **Service Provider Experience:** Please refer to the Scope of Work above to describe your agency's experience and expertise with a project of this scope, including with respect to the following areas:
    - a) A successful track record of providing appropriate counseling and housing stability services to homeless individuals and/or families of diverse backgrounds, including limited-English-speaking populations;
    - b) A strong commitment to serving homeless families;
    - c) A strong commitment to serving diverse communities, including limited-English-speaking populations;
    - d) A strong commitment and desire to develop partnerships with other service providers currently working with this client population;
    - e) Dedication to a model of service delivery that emphasizes the needs, desires, and goals of each individual client;
    - f) Strong knowledge of State and Federal legislation related to the project;
    - g) Demonstrated ability to work effectively with homeless families and the hard-to-serve clients and communities;
    - h) Proposer's staff experience conducting needs assessments as well as accepting and referring clients to other service-providers;
    - i) Evidence that your agency's staff have extensive knowledge of issues affecting homeless families and the necessary resources to serve the families;
    - j) Evidence that your agency's staff have extensive knowledge of the school infrastructure and their ability to effectively serve homeless students and their families within the school environment;
    - k) Include a list of all agencies or organizations and the dates for which your agency or organization has provided comparable services in the past three (3) years for culturally, economically and ethnically diverse populations, including homeless students and their families. This list will be used for reference as well as informational purposes. Please include agency or business name,

contact person, address and telephone number, and email address and provide a summary of the types of services provided for each one that demonstrates your Agency's ability to provide the services described in this solicitation. In addition, include the following:

- l) Demonstrated experience in providing services in an efficient and effective manner;
- m) Demonstrated ability to work collaboratively with other providers serving homeless populations and ability to work within the housing infrastructure and resources in a community-based partnership to meet the services requested under this RFP.
- n) Experience recruiting and retaining qualified, culturally diverse staff;
- o) Administrative capacity to assure program monitoring, logistical control and fiscal responsibility.

- **Relating to Criterion 3: Proposed Program Design:** Submit a program design that demonstrates:

- a) Proposal strategy is consistent with Section C. Scope of Work above.
- b) Proposal provides clearly identified program objectives, level of service, and measurable outcomes, including the requested services to the homeless students and their families. The plan must also include a staffing plan, including the FTE count requested, and proposed case load. Preference will be given to proposals that identify a single point of contact for families.
- c) Performance standards and mechanisms for measuring performance are described. Performance standards include milestones and completion dates and demonstrate that key activities described will be completed by the specified dates.
- d) Proposal demonstrates sound planning, adequate resources, and sufficient administrative capability to ensure quality and coordination in the delivery of services.
- e) Proposal includes specific strategies to work with homeless students and their families and limited-English-speaking populations.
- f) Proposal includes active participation by staff at the Yesler Service Provider Collaborative, Yesler's Choice Neighborhoods Monthly meetings, as needed; and other joint meeting with the Seattle Housing Authority, and Seattle School District, as requested.
- g) Proposal includes partnerships with other service providers to maximize resources and implement the best possible programming.
- h) Proposal includes a plan for tracking referrals to other programs, when necessary;
- i) Proposal includes a system to determine successful participation in the project.
- j) Proposal includes a plan for outreach to the students and their families, including interpretation; and,
- k) Proposal clearly describes how your agency or organization will ensure that program services are offered to the diverse populations and provides historical evidence of having done so in the past with similar populations and in comparable communities.

- **Relating to Criterion 4: Experience and Expertise of Service Provider and of Personnel To Be Assigned to the Program:** Please submit an organizational chart that identifies key personnel to be assigned to this effort, including a



description of functional responsibilities, the percentage of time they would be assigned to this project, job descriptions and resumes showing staffing expectations and qualifications, including:

- a) Level of educational attainment.
- b) Experience in the administration of case management programs;
- c) Experience and ability to work effectively with low-income individuals, homeless students and their families, and Limited-English proficient individuals;
- d) Experience in recruiting and retaining culturally diverse management-level staff that reflect the diversity of the population being served; and,
- e) Experience and strong knowledge of State and Federal regulations that might impact the success of the project

\*If current staff will not be used, please include a job description (with proposed salary range), which clearly delineates the minimum qualifications and the skills, knowledge, ability and experience sought, as requested under Section C. Scope of Work above.

- **Relating to Criterion 5: Proposed Budget, including funding from non-SHA sources:** Submit a proposed line-item budget, which reflects accuracy, reasonableness, and completeness of proposed costs, plus the level of funding your agency can contribute to the program through other resources.

The budget should also:

- a) Reflect the nature of anticipated expenses, identify any one-time costs (as opposed to operating costs) and reflect hourly rates of compensation to be paid to employees or to sub-consultants.
- b) Budget line items should include, but not necessarily limited to, staffing costs for specific number of direct service FTEs, participant assistance funding (e.g., security deposit, utility arrears, language translation/interpretation, etc.), and administrative/indirect costs.
- c) Describe the level of funding and in-kind support your agency is able to leverage in non-SHA funding to effectively serve the homeless students and their families and to meet the requirements under Section C. Scope of Work above.
- d) List the hourly rates for the services requested, as they are described in Section C. Scope of Work above.

- Provide resumes for the key personnel named in your response.
- Include a list of at least three references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

## **E. SERVICE PROVIDER EVALUATION CRITERIA**

Service Providers' submittals will be evaluated based on the criteria listed in this section and further described in Section D above. In preparing the submittal to SHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Service Provider, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.



Service Providers are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. In submitting a proposal, the Service Provider and any sub-consultants agree that any costs, prices, hourly rates proposed shall be valid for a minimum of 90 days from the proposal due date.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate the qualifications of each proposer:

<b>Evaluation Criteria</b>		<b>Weighting (Max. Points)</b>
1	<b>Women and Minority Business Enterprise (WMBE) Inclusion Plan:</b> (See Section D above for a complete description of this Criterion.)	10
2	<b>Service Provider Experience:</b> (See Section D above for a complete description of this Criterion.)	30
3	<b>Proposed Program Design:</b> (See Section D above for a complete description of this Criterion.)	35
4	<b>Experience and Expertise of Service Provider and of Personnel To Be Assigned to the Program:</b> (See Section D above for a complete description of this Criterion.)	15
5	<b>Proposed Budget, including funding from non-SHA sources:</b> (See Section D above for a complete description of this Criterion.)	10
<b>MAXIMUM TOTAL POINTS</b>		<b>100</b>

**F. SELECTION PROCESS**

An evaluation panel will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

1. Make a recommendation to SHA’s Executive Director and request authority to negotiate a Contract with one or more proposers; or
2. Request additional information from the proposer or proposers whose responses appear to have the greatest likelihood of success; and/or
3. Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA’s Executive Director and request authority to negotiate a contract with one or more proposers.

SHA reserves the right to conduct reference checks, at either or at both of the following two points of the evaluation process:

1. After proposals are evaluated, for the proposer or proposers with the highest-scoring proposal(s);
2. In the event that interviews are held, for the proposer or proposers with the highest-scoring proposal(s) and interview(s).

In the event that information obtained from the reference checks reveals concerns about any proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked Proposer whose reference checks validate the ability of the Proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

By submitting its proposal in response to this RFP, the Service Provider accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

[http://seattlehousing.org/business/guidelines/pdf/Procurement\\_Policies.pdf](http://seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf)

## **G. CONTRACT NEGOTIATIONS**

SHA shall negotiate with the most qualified Proposer or Proposers, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

SHA expects to execute one or more Contracts for services for one year. At SHA's option, a Change Order may be executed extending the Contract(s) for up to four additional one-year periods, along with appropriate adjustments in the scope of work and compensation.

## **H. ADMINISTRATIVE INFORMATION**

- 1) **Small and/or Disadvantaged Business Enterprise Requirements:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP. As outlined in more detail in Section D, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.

2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each Proposer is required to submit with their one original proposal, the Section 3 Business Certification and Resident Employment Plan form.

A. **Section 3 Contract Language:** The following language regarding Section 3 will be included as part of the contract to be executed based on this RFP.

1. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractors commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontractor in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.

6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

- 3) **Basic Eligibility:** By submitting for this Solicitation:
- A. Proposer represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
  - B. Proposer represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Proposer further represents that by submitting a Proposal and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Proposer understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS form attached to this RFP of Proposer's sub-contractors' (if applicable) eligibility.
  - C. Certification and Representations of Offerors Form: The Service Provider shall submit to SHA a completed and signed Certifications and Representations of Offerors form (HUD-5369-C) (attached hereto) for itself.
- 4) **Payment Requirements:** Proposers should be aware that SHA will only make payments on the contract issued under this RFP after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and SHA approved invoice from the Service Provider. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made to the Service Provider, who must have the capacity to meet all project expenses in advance of payments by SHA.
- 5) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.
- 6) **Documents Produced:** All documents and products created by the Service Provider and their sub-consultants shall become the exclusive property of SHA.
- 7) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.
- 8) **Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- 9) **For-Profit Subgrantee and Contractor Certifications and Assurances Form:** In the event that the Contract for these services includes any Federal Grant Funds, the



Service Provider must submit a completed and signed Certifications and Assurances Form (copy attached to this RFP) for itself and each sub-consultant, if known will be utilized on the Contract. Such form shall be submitted to SHA with the one original submittal for this RFP.

- 10) Contract Requirements:** Proposers may review a sample of SHA's standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following link:

[https://seattlehousing.org/sites/default/files/Consultant\\_Professional\\_Services\\_Contract.pdf](https://seattlehousing.org/sites/default/files/Consultant_Professional_Services_Contract.pdf)

SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

- 11) Insurance:** The following are the insurance requirements that will be included in the contract executed based on this RFP:

Within seven (7) days from the date of the Notice of Award, and prior to commencement of the Work, Service Provider shall obtain all the insurance required by the Contract Documents and provide evidence satisfactory to Owner that such insurance has been procured. Review of the Service Provider's insurance by Owner shall not relieve or decrease the liability of Service Provider.

Failure of the Service Provider to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of Owner, will be cause for such action as may be available to Owner under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

**A. General Insurance Requirements:**

1. Prior to undertaking any work under this Contract, the Service Provider shall procure and maintain continuously for the duration of this Contract, at no expense to Owner, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Service Provider, its agents, representatives, employees and/or subcontractors (the term subcontractors as used in this Contract shall include sub-consultants). Review of the Service Provider's insurance by Owner shall not relieve or decrease the liability of Service Provider.
2. The Service Provider's insurance shall be primary as respects Owner, and any other insurance maintained by Owner shall be excess and not contributing insurance with the Service Provider's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Service Provider's Commercial General Liability and Commercial Automobile Liability insurance



coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.

4. Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by Owner. Except for Professional Liability Insurance coverage, if applicable, each insurer must either be 1) authorized to do business in the State of Washington and maintain A.M. Best's ratings of "A VII" or higher, or 2) procured as surplus lines under the provisions of RCW Chapter 48.15 ("Unauthorized Insurers"), except as may be otherwise approved by the Owner. Insurers or reinsurers of Professional Liability (Errors and Omissions) Insurance must have a rating of "B+VII or higher.

B. Insurance Coverage and Terms: The following are the types and amounts of insurance coverage that must be maintained by the Service Provider during the term of this Contract. The Service Provider must provide acceptable evidence of such coverage prior to beginning work under this Contract. Service Provider shall maintain the following insurance coverage for the duration of the contract and for one (1) year after final completion.

1. Commercial General Liability Insurance. Commercial General Liability (CGL) insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and

\$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Service Provider's contact with minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, the Service Provider shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by Owner's Risk Manager.

2. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident/disease

3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit (CSL) coverage

4. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Service Provider shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Service Provider is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Service Provider shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.
6. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Service Provider's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work shown in the Contract, with the following minimum coverage:

\$1,000,000 each Claim

If the Professional Liability Insurance policy is written on a claims-made form, the Service Provider warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three (3) years from the date of completion of the work authorized by the Contract. In the event that the Service Provider is authorized to engage sub-consultants, each sub-consultant shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by Owner.

7. Cyber Liability: When applicable, the Service Provider shall provide Cyber Liability coverage including both first and third party coverage, covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security.

\$1,000,000 each Occurrence

Cyber liability coverage can be either stand alone or included within the Professional liability policy

8. Commercial Crime Insurance/Employee Theft Insurance. When applicable, a policy of Commercial Crime Insurance/Employee Theft Insurance including third party coverage in favor of OWNER with the following minimum coverage:

\$1,000,000 per claim / aggregate

- C. Owner As Additional Insured: All liability policies except Professional Liability and Workers Compensation shall be endorsed to include Owner as additional insured on a primary and non-contributory basis for Work performed in accordance with the Contract documents, and all insurance certificates shall evidence the Owner as additional insured.

- D. Waiver of Subrogation: Service Provider's policy shall provide waiver of subrogation by endorsement or otherwise.
- E. Deductibles or Self-Insured Retention: Any deductibles or self-insured retentions \$25,000 or higher must be declared to, and approved by the Owner. The deductible and/or self-insured retention of the policies shall not limit or apply to the Service Provider's liability to the Owner. Payment of deductibles shall be the responsibility of the Service Provider.
- F. No Limitation of Liability - The limits of liability specified herein are minimum limits only. Such minimum limits of liability requirements shall not be construed to limit the liability of the Service Provider or of any of their respective insurers. The Service Provider shall include the Owner as an additional insured for primary and non-contributory limits of liability for the full valid and collectible limits of liability maintained by the Service Provider whether such limits are primary, excess, contingent or otherwise. This provision shall apply regardless of whether limits maintained by the Service Provider are greater than the minimum limits required by this Contract, and regardless of whether the certification of insurance by the Service Provider specifies lower minimum limits than those specified for or maintained by the Service Provider.
- G. Proof of Insurance and Insurance Expiration:
1. The Service Provider shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
  2. The Owner must be included as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability and Automobile Liability policies of the Service Provider. As respects the CGL insurance such additional insured status shall be evidenced by an ISO endorsement form CG2010 or equivalent.
  3. As respects CGL insurance such Additional Insured status shall contain a "separation of insureds" provision.
  4. The Service Provider shall include all sub-consultants at any tier as insureds under its policies (except for Professional Liability insurance) and ensure that the Service Provider's coverage of sub-consultants under the Service Provider's policies is not excluded by any policy provision or endorsement. Alternatively, the Service Provider shall:
    - a.) Obtain from each sub-consultant not insured under the Service Provider's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and

- b.) Maintain such evidence on file for a period of one (1) year after the completion of this Contract and, upon request, submit such evidence to SHA for examination.
5. The Service Provider's insurance shall not be reduced or canceled without forty-five (45) days prior written notice to Owner, except for cancellation for nonpayment of premium, which notice shall not be less than ten (10) days prior to such date, unless a longer period of written notice is required under the provisions of Revised Code of Washington (RCW 48.18.290). The Service Provider shall not permit any required insurance coverage to expire during the term of this Contract.
  6. Owner reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.
- H. Criminal Background Investigation: The Service Provider shall conduct a criminal background investigation of all employees, volunteers, subcontractors and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal background investigation shall be performed for any person performing work under this Contract who is given use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or sub-consultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or sub-consultant has resided for the last 3 years. In the event a background check provides evidence of a felony conviction that information shall be provided to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the Service Provider agrees to remove that person from performing any further work on the project unless and until SHA agrees in writing to allow the person to continue.



# VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,  
ATTN: Don Tucker, Sr. Contract Administrator  
190 Queen Anne Ave N, P.O Box 19028, Seattle WA 98109-1028

**General Business Information:**

Name of Business, Organization, or Name of Person (if payment is to an individual):

For SHA Use Only:

JDE Vendor No.

Mailing Address for Payments:

City:

State:

Zip Code:

E-Mail Address:

Telephone No.:

Fax No.:

DUNS No.:

Washington UBI No.:

City of Seattle Business License No.:

Washington Contractor's License No.:

President/General Manager:

Principal products and/or services offered:

**Type of Organization (check one):**

Individual

Sole Proprietor

Partnership

Corporation

Governmental Agency

Other \_\_\_\_\_

Employee Tax ID No. (TIN) or Social Security No. (if Individual):

**Substitute IRS Form W-9 Certification:**

Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**SIGN  
HERE →**

Signature of U.S. Person

Date

**Ownership Status (check all that apply):**

**MBE** (Minority-Owned Business Enterprise)

**WBE** (Women-Owned Business Enterprise)

**MWBE** (Minority / Women-Owned Business Enterprise)

**CBE** (Combination Business Enterprise)

**Small Business**       **HUD Section 3 Business**

Certified by OMWBE (Washington State Office of Minority and Women's Business Enterprises)

Self-Identified (SHA may request a signed statement re: self-certification)

**Racial/Ethnic Status (check one):**

Caucasian (1)

African American (2)

Native American (3)

Hispanic American (4)

Asian/Pacific American (5)

Hasidic Jews (6)

**Method of Contract Payments:** As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

**SIGN BELOW:**

Signature of Authorized Representative of Vendor:

Date:

By signing immediately above, the Vendor hereby represents the following:

- a) The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;
- b) The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders, if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

To obtain a copy of the General Terms and Conditions, call (206) 615-3379 or visit our Web site at

[https://www.seattlehousing.org/sites/default/files/Purchase Orders Terms Conditions.pdf](https://www.seattlehousing.org/sites/default/files/Purchase%20Orders%20Terms%20Conditions.pdf)



## Vendor Fact Sheet Instructions

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

**Substitute IRS Form W-9 Certification:** In completing the Vendor Fact Sheet, you must sign the "Substitute IRS Form W-9 Certification" or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word "and" in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at [www.irs.gov](http://www.irs.gov).

**Certification of Eligibility:** In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

The websites to verify eligibility of the firm and its principals are: <https://www.sam.gov/portal/SAM> and [http://portal.hud.gov/hudportal/HUD?src=/topics/limited\\_denials\\_of\\_participation](http://portal.hud.gov/hudportal/HUD?src=/topics/limited_denials_of_participation). By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

**Contract Payments:** Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America epayables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click here or copy and paste the following URL into your browser: [www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors). For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Brenda Mix, SHA's Accounts Payable Manager, at 206-615-3421 or [bmix@seattlehousing.org](mailto:bmix@seattlehousing.org).

**Small Businesses:** *The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.*

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by, the Washington State Office of Women's and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members.
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that is owned 51% or more by a Section 3 qualified person, or where 30% or more of the permanent, full-time employees of the business are Section 3 qualified persons, or where the business can provide evidence of a commitment to subcontract in excess of 25% of the amount of all subcontracts to other Section 3 certified businesses. A Section 3 qualified person must live in the metropolitan statistical areas identified on SHA's Section 3 form and whose income level meets or falls below the stated income limits.

# Seattle Housing Authority

## Section 3 Business Certification

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

For more information regarding the Section 3 requirements for Consulting Contracts and to view the full contract provisions, see Section 7 of the standard contract at:

[https://seattlehousing.org/sites/default/files/Consultant\\_Professional\\_Services\\_Contract.pdf](https://seattlehousing.org/sites/default/files/Consultant_Professional_Services_Contract.pdf)

**Section 3 Business Criteria:** Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below) A completed and signed Individual Certification form for each Section 3 qualified person or persons is required to be submitted.
2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons. (When seeking certification under this criteria, please submit a listing of all current, permanent, full-time employees, as well as a completed and signed Individual Certification form for each Section 3 qualified employee.)
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses. (When seeking certification under these criteria, please consult with the Section 3 Coordinator regarding the documentation to be submitted.)

**Section 3 Person Criteria:** A Section 3 qualified person must:

- 1) Be a City of Seattle Housing Authority public housing resident; or
- 2) Live in the metropolitan statistical area (MSA) covering King, Snohomish, and Pierce counties, and,
- 3) Earn no more than the following amounts for the respective MSA area:

Region/Area	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
King and Snohomish Counties	\$ 56,200	\$64,200	\$ 72,250	\$ 80,250	\$ 86,700	\$ 93,100	\$ 99,550	\$ 105,950
Pierce County	\$ 41,800	\$ 47,800	\$ 53,750	\$ 59,700	\$ 64,500	\$ 69,300	\$74,050	\$ 78,850

**Section 3 Statement:** Please check the appropriate box below.

- My business is eligible to be certified as a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

**Note:** If you certify above that your business is a Section 3 business, SHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.

## Section 3 Resident Employment Plan

Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA, to the greatest extent feasible, to provide employment opportunities to "Section 3 residents." Section 3 residents include residents of SHA communities and other low income residents of the metropolitan statistical area (hereinafter "MSA") covering King, Snohomish, and Pierce counties. SHA residents, preferably residents of the SHA community in which the work is to be done, are favored over other low-income residents of the MSA.

### For construction contracts only:

- Each bidder is required to submit with their bid package a plan which will result in the hiring of Section 3 residents to perform the work contemplated by the bid. SHA has established a goal that 100% of all new hires be Section 3 Residents to the greatest extent feasible.
- At a minimum, the Contractor and its subcontractors shall advertise new positions created in order to perform the work called for herein and will post notices to the Contractor's commitments under Section 3 in conspicuous places at the work site. In addition, the Contractor must notify each labor organization with whom it or its subcontractors have a collective bargaining agreement or other understanding of these Section 3 commitments.

### For consulting contracts only:

- Firms are required to include this Section 3 Resident Employment Plan (hereinafter "Plan") in their submittal showing, if applicable, the hiring of Section 3 residents to perform the work contemplated by the submittal.

In order to fulfill its Section 3 obligations, the Contractor/ Consultant may work with service providers on site at various SHA communities including, but not limited to, Neighborhood House

and the Employment Opportunities Center. The plan should specify the number of positions the Contractor/ Consultant expects will be created and what minimum qualifications and skills will be required in order to perform the positions. The plan, if applicable, should also address the Contractor/ Consultant's strategy for recruiting SHA residents for the available positions, which should include consultation with SHA's Section 3 Coordinator.

1. How many new positions do you expect this contract will require you to create?

---

2. Describe each position and provide the name and provide the location of the person(s) taking applications for each such position.

---

---

---

3. What minimum skills will be required for each position?

---

---

---

4. Please describe any training opportunities which the contract may create and any agreements concerning training you have.

---

---

---

5. How will you advertise these positions to SHA residents?

---

---

---

If you have any questions about this form, please call Samuel Pierce, SHA's Section 3 Coordinator, at (206) 913-9227.

## SEATTLE HOUSING AUTHORITY

### SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

**Consultant's Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Consultant's Signature	Printed Name	Title	Date

**NOTE:** This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
  - a) Is in a position to handle Federal funds;
  - b) Is in a position to influence or control the use of those funds; or,
  - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include: <https://www.sam.gov/portal/public/SAM/> and [http://portal.hud.gov/hudportal/HUD?src=/topics/limited\\_denials\\_of\\_participation](http://portal.hud.gov/hudportal/HUD?src=/topics/limited_denials_of_participation).



**SEATTLE HOUSING AUTHORITY**

**SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS**

*The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form to each sub- consultant to be completed and returned.*

**Prime Consultant's Name:** \_\_\_\_\_ certifies that neither any of the sub- consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub- consultant hired after submission of this certification.
- A renewal certification for every sub- consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

**(Note:** In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub- consulting firm to SHA as evidence of sub- consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub- consultant certifications to SHA.)

<b>Prime Consultant's Signature</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**Sub- Consultant Firm Listing: (If sub- consultants are not involved in the project, please enter NONE.)**


If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub- consultants.

Please contact Don Tucker, Sr. Contract Administrator at 206-615-3475 or by e-mail at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org) if you have any questions regarding compliance with this requirement.

# Certifications and Representations Of Offerors

## Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding / offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/Offerors to certify to the Has Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and
- (2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b)  is,  is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c)  is,  is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:  
(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### 5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### 6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### 7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

---

**Signature & Date:**

---

**Typed or Printed Name:**

---

**Title:**

---

## **For-Profit Subgrantee and Contractor Certifications and Assurances**

The Department of Housing and Urban Development (HUD) requires that all for-profit Subgrantees and Contractors on HOPE VI projects sign this "Certifications and Assurances" form certifying that they will comply with the specific federal requirements described below. The parties who must sign a "Certifications and Assurances" form are defined below:

- **Subgrantees:** These are for-profit organizations to which the Housing Authority (Housing Authority or Grantee) has awarded a grant from the HOPE VI grant that the Housing Authority received from HUD. The subgrantee is accountable to the Housing Authority for the use of the funds provided, but the Housing Authority is ultimately accountable to HUD.
- **Contractors:** This includes any for-profit contractor, consultant, service provider, or supplier that the Housing Authority contracts with for goods or services on any HOPE VI project.

.....

**Certification and Assurance:** The subgrantee or contractor executing this certification hereby assures and certifies that it will comply with all of the applicable requirements of the following, as the same may be amended from time to time, including adding appropriate provisions to all contracts between Grantee and for-profit Subgrantees or Contractors:

- (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)
- (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
- (3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)
- (4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)
- (5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)
- (6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

- (7) Notice of awarding agency requirements and regulations pertaining to reporting.
- (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.
- (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000).
- (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

The information contained in this certification is true and accurate, to the best of my knowledge.

Name of Subgrantee or Contractor	Name and Contract Number:	
Signature of Authorized Certifying Official:	Title:	Date:

**WARNING:** Section 1001 of the Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat.967) applies to this certification. 18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing knowing the same to contain any false, fictitious or fraudulent statement or entry, in any matter within jurisdiction of any department or agency of the United States, shall be fined no more than \$10,000 or imprisoned for not more than five years, or both.

Return this form to:

Seattle Housing Authority  
 Attn: Don Tucker, Purchasing  
 P.O. Box 19028  
 Seattle, WA 98109-1028